

GETTING READY TO COMPLETE THE FORMS

2006 Survey Database (Electronic Submittal)

An interactive electronic version of the survey is being offered to assist you in filling out the forms. To save time, the electronic version will automatically fill in duplicative areas on the forms and allow you to generate reports after entering data. To simplify and streamline the data gathering process, we strongly encourage you to submit your completed survey electronically.

Contact ARB Staff at (916) 322-7072 or csmrprod@arb.ca.gov to request the electronic version of the survey or for any questions regarding electronic submittal.

Survey Preparation Checklist

The forms ask for very specific company and product information. To help you gather the information you will need to complete the forms, use the following checklist prior to completing the forms.

FORM 1 – Company Information

- ☐ Contact information including person ARB can contact with questions about your survey
- ☐ Worldwide gross receipt total for calendar year 2006
- ☐ Number of employees for calendar year 2006 including contracted employees
- ☐ Total number of products to be reported in your survey submission

FORM 2 – Contact(s) for Ingredients

- ☐ Contact information for the company that holds the ingredient information, if applicable

FORM 3 – Product Information

- ☐ All sizes and/or varieties sold in California in 2006
- ☐ Packaging type
- ☐ Product form, as dispensed
- ☐ Customer type(s)
- ☐ Dilution ratio(s) from product label, if applicable
- ☐ California-specific sales data (can be estimated from national or regional sales data, see Attachment C)
- ☐ Product label(s), required with survey submission (can be submitted electronically)

FORM 4 – Ingredients

- ☐ Must know amount of each ingredient to 0.1 percent by weight and whether each ingredient is a volatile organic compound (VOC), low vapor pressure-VOC, inorganic, or a fragrance

Additional Information

As you complete the survey, below are some helpful resources.

- **Form Instructions** – See the page following each form for specific instructions.
- **Examples of Completed Forms** – See this section for completed form examples.
- **The 2006 Survey website** – The entire 2006 Survey can be found at the website below.
- **ARB Contact Information** – Contact us with any questions you have at the phone/email below.

<http://www.arb.ca.gov/consprod/regact/2006surv/2006surv.htm>, 916-322-7072, csmrprod@arb.ca.gov